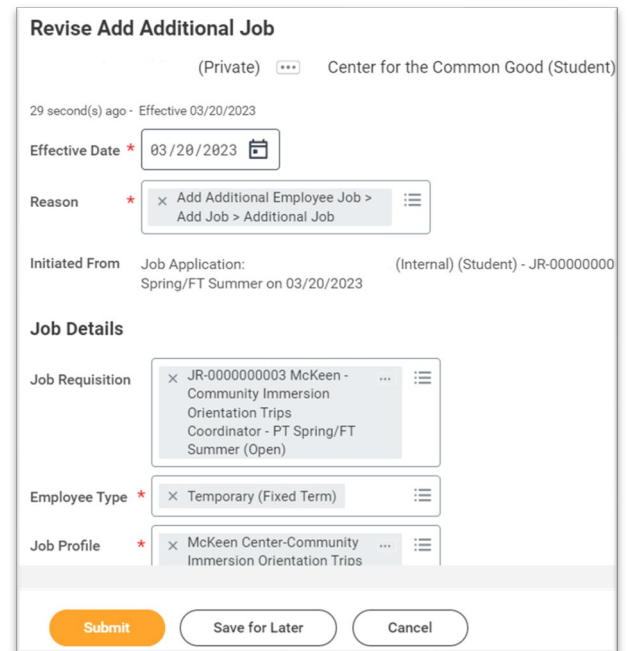


## Hire a Student from Job Requisition

1. Go to Workday Inbox. Click task related to candidate.
2. Ensure hire date is accurate (this cannot be changed later – please confirm this is correct).
3. Reason: Will default based on candidate’s employment status.
4. Job Details: Enter or confirm the following:
  - Job Requisition: This will pre-populate. Can be changed.
  - Job Profile: This will pre-populate. Can be changed.
  - Time Type: This will pre-populate. Leave as part-time.
  - Location: This will pre-populate.
  - Workspace: Leave blank
  - Pay Rate Type: This will pre-populate.
5. Working Time:
  - Edit Default Weekly hours to “0”
  - Leave Scheduled Weekly hours at “0”
  - Leave Work Shift blank
6. Additional Details: Enter or confirm the following:
  - Job Title: Will pre-populate from Job Profile. Edit if needed.
  - Business Title: This should match the job title.
  - Additional Job Classifications: Select Weeks Per Year and 0-0 weeks/0.00 FTE.
  - End Employment Date: Enter or update to 8/31/student’s expected graduation year.
  - Click Submit.
7. Propose Compensation Hire task will appear in your inbox. Click to open.
  - Scroll to the Hourly section and confirm the pay rate entered in the amount field is correct.
  - Click Submit.
8. The Change Organization Assignments task will appear in your inbox. Click Open.
  - Company: Bowdoin College will default.
  - Cost Center: Will pre-populate from the Job Requisition. This can be changed if needed.
  - Click Submit.



**Revise Add Additional Job**

(Private) Center for the Common Good (Student)

29 second(s) ago - Effective 03/20/2023

Effective Date \* 03/20/2023

Reason \* Add Additional Employee Job > Add Job > Additional Job

Initiated From Job Application: (Internal) (Student) - JR-00000000 Spring/FT Summer on 03/20/2023

**Job Details**

Job Requisition JR-000000003 McKeen - Community Immersion Orientation Trips Coordinator - PT Spring/FT Summer (Open)

Employee Type \* Temporary (Fixed Term)

Job Profile \* McKeen Center-Community Immersion Orientation Trips

Submit Save for Later Cancel

Contact the Student Employment Office with any questions!